



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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February 16, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**SHERIFF'S DEPARTMENT:
APPROVE PROJECT SCOPE REVISION
ALTADENA SHERIFF'S STATION IMPROVEMENT PROJECT
CAPITAL PROJECT NO. 77050
(FIFTH DISTRICT) (3 VOTES)**

SUBJECT

Approve a project scope revision to refurbish the Altadena Sheriff's Station, approve the project budget, and authorize the Altadena Sheriff's Station Improvement project.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the Altadena Sheriff's Station Improvement project is categorically exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this letter and in the record of the project.
2. Approve a project scope revision for the Altadena Sheriff's Station Improvement Project, Capital Project No. 77050, to refurbish the existing station.
3. Approve the project budget of \$1,372,000 for the Altadena Sheriff's Station Improvement project.

Board of Supervisors
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First District

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Sheriff's Department to revise the project scope for the Altadena Sheriff's Station Improvement project to reflect the parameters of available funding, and to proceed with a partial remodel of the Dispatch Center and Lobby, and the installation of security fencing and gates for the parking lot.

Background

The Altadena Sheriff's Station was originally constructed in 1947 and provides service to the unincorporated area of Altadena. The existing 10,570 square-foot station does not have a dispatch center with 911 capabilities nor a functional detention area. Currently, 911 dispatch and detention services are provided by the nearby Crescenta Valley Sheriff's Station.

Originally, the project's scope entailed design and construction of a new 30,000 square-foot replacement station and a 4,947 square-foot vehicle maintenance service building. A full station replacement is currently estimated to cost more than \$30 million and full funding is not available. Therefore, the Sheriff's Department developed the following scope of work to address the station's priority needs that best serve the community within Altadena.

Revised Project Scope

Approval of the recommended actions will modify the project's original scope of work and initiate general improvements, which include the remodel of existing station space to create a dispatch center and improve the public lobby, and provide improved security fencing and gates for the parking lot.

The proposed improvements will improve emergency response to the community by re-establishing the 911 trunk line to a new dispatch center that will have fully adjustable ergonomic work stations. Additionally, the existing parking area is not secure, which creates an unsafe condition for staff and patrol vehicles. To address this deficiency, the project will install a security fence around the perimeter of the parking lots. The security fencing will have automated gate controls and an upgraded electronic security monitoring system. Lastly, the station's entrance/lobby area and public restroom facilities will be renovated to provide a community welcoming environment that meets current Americans with Disabilities Act (ADA) requirements.

Project Delivery

The proposed project will be overseen by the Chief Executive Office (CEO). Design activities will be coordinated between the Sheriff's Department's Facilities Planning and the Department of Public Works' Design Division. Construction will be performed by a Board-approved Job Order Contract (JOC) contractor managed by the Internal Services Department (ISD) or through ISD in-house construction services. Fencing, gate controls and the security monitoring system will be procured through a County approved agreement vendor. The CEO will provide project oversight and budgetary and expenditure management.

The Altadena Station perimeter fencing and dispatch lobby improvement will be bid as a single contract and built concurrently. The application for State funding for the 911 trunk line to a new dispatch center was submitted to California 911 Emergency Community office on December 14, 2009. The 911 office informed the Sheriff's Department it could take up to six months to bring Altadena Sheriff's Station on line.

Project construction will be sequenced for the building remodel per scope component (e.g., public lobby, ADA restroom, dispatch center, etc.). Construction sequencing will be coordinated with the Sheriff's Department. Construction in other scope of work areas may commence; however, ISD or the JOC contractor will be paid for completed scope components as they occur. Payment to ISD or the JOC contractor will occur upon determination by the CEO that scope components are satisfactorily complete.

The project is anticipated to take approximately five months to complete upon your Board's approval.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3) by investing in infrastructure to provide a more efficient, visitor-friendly working environment, and emphasizing proactive community policing to better serve the local community.

FISCAL IMPACT/FINANCING

The total project cost estimate is \$1,372,000, which includes design, construction services, consultant services, jurisdictional review, Civic Art fee, and County services.

The project is funded by prior year net County cost currently appropriated within the 2009-10 Capital Projects/Refurbishment Budget under Capital Project No. 77050.

The Project Schedule and Budget Summary are included in Attachments A and B.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Standard agreements, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As required by your Board, the proposed project budget includes one percent of the estimated design and construction costs to be allocated to the Civic Art Special Fund according to your Board's Civic Art Policy adopted on December 7, 2004, and revised on November 18, 2008. The Civic Art fee is identified in the project budget summary and will be transferred to the Civic Art Special Fund in a forthcoming Board action.

ENVIRONMENTAL DOCUMENTATION

The project is categorically exempt from the CEQA pursuant to State Guidelines sections 15301(a) and 15303(e) and Class 1 subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines Adopted by your Board on November 17, 1987, because the proposed project involves the remodeling of an existing facility with negligible or no expansion of current use, as well as the construction of limited numbers of new, accessory facilities, including fences and gates.

CONTRACTING PROCESS

ISD will obtain professional refurbishment work through a Board-approved JOC, or perform construction services utilizing its own in-house resources. The Sheriff's Department will work with ISD's Purchasing and Central Services in issuing and managing the purchase order for the fencing, gate controls, and security monitoring system.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Sheriff services will not be impacted and will continue to be provided from the existing station during construction.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; and the Sheriff's Department, Facilities Planning Bureau.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:LDB:SK
DJT:TJ:zu

Attachments

c: Executive Office, Board of Supervisors
 Arts Commission
 Auditor-Controller
 County Counsel
 Internal Services Department
 Office of Affirmative Action Compliance
 Sheriff's Department, Facilities Planning Bureau

ATTACHMENT A

**ALTADENA SHERIFF'S STATION IMPROVEMENT PROJECT
C. P. NO. 77050**

I. PROJECT SCHEDULE

Project Activity	Estimated Start Date	Estimated Completion Date
Program Development	N/A	N/A
Design		
Construction Documents	06/09	12/09
Jurisdictional Approval	11/09	02/10
Construction		
Contract Award	03/10	03/10
Construction	04/10	08/10
Substantial Completion	08/10	08/10
Final Acceptance	08/10	08/10

ATTACHMENT B

**ALTADENA SHERIFF'S STATION IMPROVEMENT PROJECT
C. P. NO. 77050**

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land and Development	-0-
Construction	\$878,000
Change Order Contingency	\$98,000
Plans and Specifications **	-0-
Consultant Services	\$2,000
Plan Check and Jurisdictional Review	\$3,000
FFE	\$155,000
Civic Art	\$9,000
County Services	\$227,000
TOTAL	\$1,372,000

** Design fee is included in County services.